

Annual Cost Report Handbook - Child Care Institutions

Revisions for Reporting 9-30-21

The following list identifies the changes in the Child Care Institution (CCI) Handbook for State of Michigan fiscal year 2021 reporting.

PART 1: PROGRAM OVERVIEW (page 5)

1. We added descriptions for the following new CCI programs:
 - Intensive Stabilization
 - Specialized Developmentally Disabled Unit
 - Aftercare (its costs must be reported separately from the corresponding contract)
2. Short-Term Assessment was removed from the handbook as the program has been terminated since March 31, 2021.
3. The following program names were updated:
 - Sexually Reactive → Youth with Problematic Sexual Behavior
 - Mother/Baby → Parent/Baby

PART 2: FISCAL FACTORS (page 10)

We added descriptions for non-reportable fund sources to reinforce the accuracy of cost reporting. Any revenues, expenses, and statistics related to non-reportable fund sources are unallowable. Providers must identify and/or allocate a portion attributable to those fund sources (WMPC and County-only contracts) and remove the amount from the cost report.

All revenues, expenses and statistics must be attributable to MDHHS-provided days of care only.

PART 4: EXPLANATION OF COMMON TERMS

1. Contract Number: (page 15)
Until FY20, providers were required to report their contract numbers in the contract prefix format (e.g., PAFC21-12345). As the prefix format is no longer in use for CCI contracts, providers are now required to use the SIGMA format (e.g., MA1000000123) for consistency purposes.
2. Days of Care: (page 15)
Starting in FY21, the State Per-Diem Revenue section is completed by MDHHS officials with MiSACWIS data. Providers are no longer required to report Actual Days of Care in Tab-3 Direct or Tab-3.2 Direct JJ (Table 3.1a or Table 3.1 JJa).
3. Number of Children Served: (page 16)
Same as #2 above, the number of children served is retrieved and entered by MDHHS officials. Providers are no longer required to report Number of Children Served in Tab-6.1 Statistics or Tab-6.2 Statistics JJ Statistics (Table 6.1 or Table 6.1 JJ).
4. PREA: (page 36)
Per requirements of the Prison Rape Elimination Act, costs incurred to comply with PREA have been added in the Handbook and Cost Report Template; see page 17 for the general description of QRTP and see page 23 and page 36 for reportable costs.

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5. QRTP: (page 17)

Starting on April 1, 2021, all CCI contracts except Shelter are expected to meet QRTP requirements; see page 17 for the general description of QRTP and see page 22, page 26, page 30, page 32, and page 39 for reportable costs.

PART 5: COMPLETING THE ANNUAL COST REPORT WORKBOOK

State Per-Diem Revenues: (page 19)

Same as PART 4 above, providers are no longer required to report the State Per-Diem Revenue section (Table 3.1a or Table 3.1 JJa). Other contract revenues such as Specific Assistant should still be reported by providers.

Section 1: Salaries and Fringe Benefits

Salaries: (page 20)

The following salaries have been added in the handbook and Tab-3.1 Direct and Tab-3.2 Direct JJ of the cost report template:

- Interpreter (Refugee only)
- Therapist
- Mentor (Human Trafficking and Parent/Baby only)
- Education Specialist (Human Trafficking only)
- On-Call Nursing Staff
- On-Call Clinical Staff
- Families and Transition Coordinator (Human Trafficking, Intensive Stabilization, Refugee and Aftercare only)
- Integrated Health Coordinator (Human Trafficking only)
- Registered Nurse (Human Trafficking only)
- PREA Coordinator (JJ programs only)
- PREA Compliance Manager (JJ only)

Names of existing salaries have been changed as:

- Second-Line Supervisors → Second-Line Supervisors/Program Managers
- Social Service Staff → Social Service Staff/Case Managers

Section 2: Operating Direct and Indirect/Administrative

1. Accreditation: (page 26)

A cost line – ‘Accreditation’ has been added in Tab-3.1 Direct and Tab-3.2 Direct JJ as part of QRTP expenses. This cost is reportable under every program except Shelter and Aftercare.

2. Adjunct Therapy: (page 26)

A cost line – ‘Adjunct Therapy’ has been added in Tab-3.1 Direct and Tab-3.2 Direct JJ as part of Specialized Developmentally Disabled Unit programs. This cost is reportable only in Column-Specialized Developmentally Disabled Unit.

3. Contracted Nursing Services: (page 30)

A cost line – ‘Contracted Nursing Services’ has been added in Tab-3.1 Direct and Tab-3.2 Direct JJ as part of QRTP expenses. This cost is reportable under every program except Shelter and Aftercare.

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4. Family Engagement Travel: (page 32)
A cost line – ‘Family Engagement Travel’ has been added in Tab-3.1 Direct and Tab-3.2 Direct JJ as part of QRTP expenses. This cost is reportable under every program except Shelter and Aftercare.
5. JJ Secured Facilities Only – Other Security Costs: (page 33)
A cost line for ‘JJ Secured Facilities Only – Other Security Costs’ has been added in Tab-3.2 Direct JJ per discussions of security costs for JJ facilities. This cost is reportable under every JJ program except Aftercare.
6. JJ Secured Facilities Only – Secured Transport Costs: (page 34)
A cost line for ‘JJ Secured Facilities Only – Secured Transport Costs’ has been added in Tab-3.2 Direct JJ per discussions of security costs for JJ facilities. This cost is reportable under every JJ program except Aftercare.
7. PREA Training: (page 36)
A cost line for ‘PREA Training’ has been added in Tab-3.2 Direct JJ per requirements of the Prison Rape Elimination Act. This cost is reportable under every JJ program except Aftercare.
8. Security Video, Camera, Maintenance: (page 37)
A cost line for ‘Security Video, Camera, Maintenance’ has been added in Tab-3.1 Direct and Tab-3.2 Direct JJ per discussions of juvenile justice and foster care program offices. This cost is reportable under every JJ program except Aftercare.
9. Trauma Informed Training: (page 39)
A cost line – ‘Trauma Informed Training’ has been added in Tab-3.1 Direct and Tab-3.2 Direct JJ as part of QRTP expenses. This cost is reportable under every program including Aftercare.

PART 6: REPORTING PROGRAM STATISTICS (page 50)

Employee Exists – We have added a feature to check whether the user entered the number of employee exits which is now the only Statistics item reported by providers. Providers must enter ‘0’ if they had no employees leave the agency during the reporting period. The cell in Table 6.2 (or Table 6.2 JJ) will remain highlighted in red until a number is entered.

PART 7: STATUTES AND REGULATORY AUTHORITIES (page 52)

We have added hyperlinks for MCL 722.111, MCL 722.123a and MCL 712A.19 (Qualified Residential Treatment Program)